Economic Development Partnership *of* Alabama

Advantage Alabama

User Manual

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Advantage Alabama User Manual

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INTRODUCTION

About EDPA

EDPA was formed in 1991 by business leaders who shared a vision of an Alabama that could compete on a global stage for major economic development projects. For 23 years, EDPA has been a catalyst for economic development in Alabama and is just as committed today.

The private, non-profit Partnership contributed to some of Alabama's greatest economic development successes such as landing Mercedes-Benz, Honda, Hyundai, Boeing and Airbus. EDPA works diligently to help the state gain the competitive edge in companies seeking new operations or grow the ones already here by coordinating private industry/business resources to complement Alabama's public efforts.

EDPA brings those resources to fill a vital role by marketing and promoting Alabama as a business location, by providing research and analysis to companies and consultants that are actively searching for an industrial site and encouraging innovation within existing industry and through the commercialization of new technologies.

1.0 GETTING STARTED

1.1 System Requirements

The bare minimum system requirements to use Advantage Alabama are as follows:

- Windows Vista, 7 or 8
  - 1.6-gigahertz (GHz) or higher processor
  - At least 512 MB of RAM
  - Internet Browser
    - Internet Explorer version 8 or later,
    - Google Chrome version 2 or later (recommended), or
    - Mozilla Firefox version 3 or later
  - Screen resolution of at least 1024x768
- Macintosh
  - Intel Core Duo 1.83-gigahertz (GHz) or higher processor
  - At least 512 MB of RAM
  - Internet Browser
    - Firefox version 12 or higher, or
    - Safari version 4 or higher

Advantage Alabama has not been tested with Windows XP or earlier versions of Windows. It is not recommended to use any version of Windows earlier than Windows Vista.

1.2 Accessing Advantage Alabama

To access Advantage Alabama, go to advantagealabama.com.

1.3 Installing Silverlight

Microsoft Silverlight is a free application framework developed by Microsoft Corporation for creating Internet applications. Numerous sites across the web use Microsoft Silverlight. Advantage Alabama requires Microsoft Silverlight to be installed on the end-user's machine to use the features of the site.

Note: If Microsoft Silverlight is not installed, you will see this message upon accessing the site.

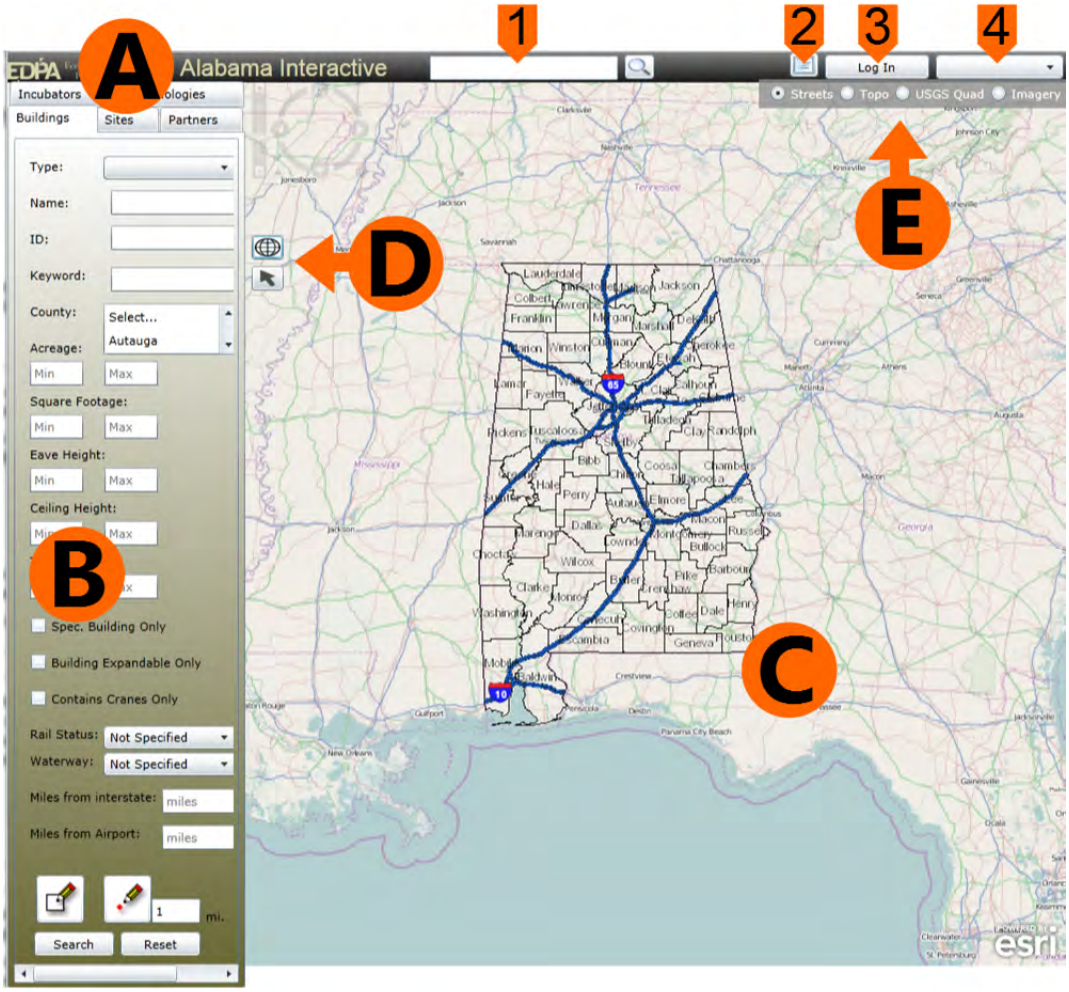
Upon accessing the site for the first time, depending on your current system configuration, you may need to install Microsoft Silverlight. This process to install Microsoft Silverlight is easy:

- Click the blue box that appears in the browser window.
- Click install for Windows or Macintosh depending on your operating system to launch an installer. You can either save the installer to your computer or just run it without saving.
- If a security warning appears, select "run the file." Installing the plugin should take about a minute; it may take longer depending on your system. Once installed, close and re-launch your browser. You may need to restart your system to complete the installation.

Visit microsoft.com/silverlight to manually install, view system requirements, and access additional help on installing the plugin.

1.4 Layout and Tools

Upon accessing Advantage Alabama for the first time, you will see the default interface and



Default view upon accessing Advantage Alabama.

map.

At the top of the site is the (A) header. The header is home to the site's logo and various features including:

1. Search by Address
2. Layer Controls
3. Login
4. User Action Panel

To the left of the window is the (B) search panel, which is used to perform search queries to locate buildings, sites, partners, and incubators. The search panel is the hub of the site.

In the main window are the (C) map, (D) map controls, and (E) map options.

1.4.1 Zooming and Panning

Double click on the map to zoom in to that point. You can also use your mouse's scroll wheel or press the "+" key on your number pad. Scroll out or press the "-" key on your number pad to zoom out. Click and drag with your left mouse button or use the arrow keys to pan.

- Zoom In: Double-click map (or) Scroll up with your mouse's scroll wheel.
- Zoom Out: Scroll down with your mouse's scroll wheel.
- Pan: Click with your left mouse button and move around.

If you zoomed in too far, click the **Zoom Extends** icon which is located on the left side of the map in the map controls to zoom back out to display Alabama in full.

1.4.2 Searching by Address

Zoom Extends Icon

To auto zoom to a specific address on the map, use the "search by address" feature located in the header to the right of the logo. Types in a street address followed by the city to quickly find the location on the map. You can also search for a city to zoom to that city.

If the address is accurate, the map will zoom down to street level with the center point being the location of the address you entered. You can then zoom out and pan to see the area around the address. Once you are done, you can use the "zoom extends" button to zoom out.

1.4.3 Layers

Layer Icon

The **Layer** icon, located to the right of the "search by address" feature in the header, gives you access to multiple layers of information to enable and disable. Click the icon to open the panel, which will appear on the right side of the site. Using the arrows to the right of the sections, you can collapse and expand to show and hide additional information regarding that layer. Using the checkboxes, you can turn on and off layers on the map.

Layers include:

- Transportation
  - Airports, interstates, highways, railroads, and navigable waterways
- Education
  - Post-secondary education providers
- Automotive Suppliers
- Automotive OEMs
- City boundaries
- Urban areas
- Metropolitan Statistical Areas
- Counties

To hide the layers panel, click the layer control button.

Active layer

Inactive layer

Expanded layer

City, urban and MSA Boundaries are identified by colors on the map once they are enabled. The colors for each are as follows:

- City Boundaries
- Anniston-Oxford
- Birmingham
- Daphne-Fairhope-Foley
- Florence-Muscle Shoals
- Huntsville
- Montgomery
- Urban Areas
- Auburn-Opelika
- Columbus
- Decatur
- Gadsden
- Mobile
- Tuscaloosa

1.4.4 Icons

As you go around the site, you will notice a variety of icons that appear on the map. At any time, you can see the meaning of the icons by clicking the "layer" icon to enable the layer panel where all the icons are listed and explained.

Buildings | Sites | Incubators and Partners

- Commercial Airport
- International Airport
- Interstate
- Four Lane Divided Highway
- Four Land Highway
- Rail Lines
- Navigable Waterways
- Engineering Colleges
- Research Facilities

There are a variety of automotive suppliers that you can turn on in the map. Enable the layers panel and click the arrow next to automotive suppliers to view the icons for each.

1.4.5 Maps and Satellite Imagery

There are four options to view the map. You may want to change options.

- ***Streets***: Basic street map based on data by Open Street Maps (default view)
- ***Topo***: Detailed topography map
- ***USGS Quad***: Detailed map provided by the U.S. Geological Survey
- ***Imagery***: High-resolution satellite imagery

Streets

Topo

USGS Quad

Imagery

1.5 Searching

To the left of the site is the search panel, where you can perform a search in several different areas for different kinds of properties. You can search for:

- Buildings
- Sites
- Partners
- Incubators

To perform a search, select which area you want to search in and click “search” at the bottom of the window. Reset clears the map, extends it and resets all inputted data so you can begin a new search.

To find all the content within a section, leave all fields empty and click ‘search.’ All records from the database for the kind of property you have active will appear on the map and in the summary.

1.5.1 County Specify Searches

County Select Tool

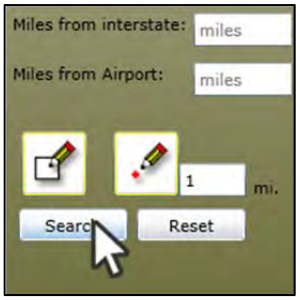
Under the Zoom Extends button on the map is the **County Select** tool that can be used to select a county or counties to narrow down search results to items within that county.

To use this tool, select it and then select one or more counties. Then click the tool again to deactivate it. From here, click “search” to search for all of the properties in the selected counties, or you can narrow down your results more. To clear your selected counties, hit “reset” or select the tool again and re-click the counties.

Click to activate

Move over county

Click county



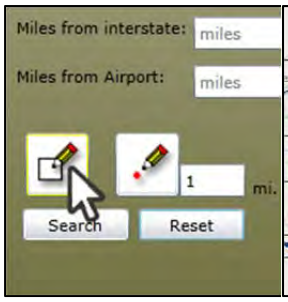
Click search

1.5.2 Location-Based Searches

Using the polygon and radius search tools, you can easy find properties in a specify area. Each tool works similarly but they are different.

Polygon Search:

Use the **Polygon Search** tool to find all properties in a rectangular area. Click the icon to enable it and then draw a rectangle on the map. All properties that match your search criteria that are located inside the area will be displayed.



Click to activate

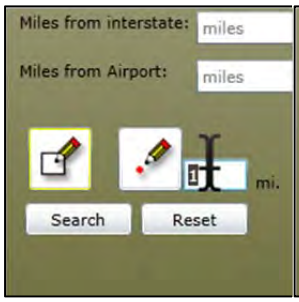
Click spot on the map

Drag across the map

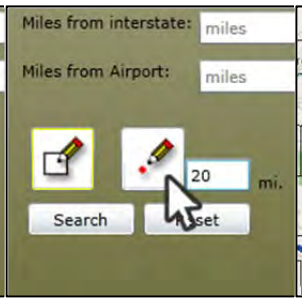
Properties will appear

Radius Search:

The **Radius Search** tool performs a search based on a radius of the center point you select. To the right of the icon is an input field for the number of miles you want the radius to be, enter a number then click the icon and select a point on the map. This tool will search for the criteria that falls within the radius.



Specify the radius



Click to activate

Click spot on map

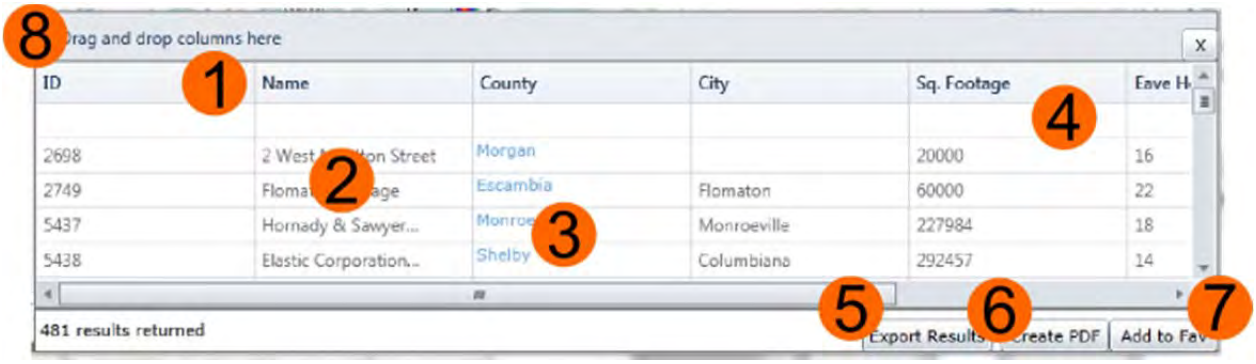
Properties will appear

1.5.3 Search Summary

Once you perform a search, all properties that match your search criteria are displayed on the map and in the search summary. This summary appears at the bottom of the window. From the search summary, important information about the items is displayed in a sortable table. Double click any item listed in the table to open up that item's profile to view all the information available.

Also from the search summary, depending on the type of search you performed, you can create a printable PDF and add results to your favorites.

Depending on the type of search, the summary varies, but certain features remain constant:



1. Sortable columns
2. Double click name to open profile
3. Clickable links to county profiles
4. Quick searching – type to narrow down results even more
5. Export Results to a spreadsheet
6. Create a PDF report (sites and buildings only)
7. Add properties to favorites (sites and buildings only)
8. Drag and down to filter results. Drag the County column to this area to have all results filtered by county. This appears for all headings.

1.6 Saving and printing PDFs

As you find the properties you like, you can save an Adobe PDF to your desktop with all the information to view and print at a later time.

There are two ways you can do this via:

- ***Search Summary***: save multiple properties at once
- ***Profile Page***: save one property at a time

Search Summary: In the search summary, select the property or properties you wish to save and click the "create PDF" button at the bottom right. Right click on the PDF and do a save as. Once you locate the location and give it a filename, click the "save" button and a confirmation will appear letting you know that it was successfully saved.

Profile Page: When you find a property you like, click it on the map or double click it in the search summary to open its profile page that will give you details about it. From there, at the bottom of the window, there is a button with the label "download PDF" – click it. Right click on the PDF and do a save as and you can specify where on your computer you wish to save it and what the filename you want to name it. Once you locate the location and give it a filename, click the "save" button and a confirmation will appear letting you know that it was successfully saved.

Once you save your PDF, you can open it by finding the location on your computer you saved it and double clicking it. The PDF will open in Adobe Reader, which will allow you to print the generated document.

NOTE: It is unlikely but if a dialog appears "Windows can't open this file" when you attempt to open your saved PDF, you may need to install Adobe Reader on your computer. To do so, go to get.adobe.com/reader and click install now.

1.7 Favorites

Quickly storing and viewing favorites is a great way to save the buildings and sites you like to view at a later time.

Add to your favorites: In the summary, select the properties you want to add to favorites (singles or control click to select multiples). Once you have a property selected, click the "add to fav" button in the lower-right hand corner of the summary. A confirmation will appear to confirm that the selected properties where added to your favorites.

Search for a property

Select property

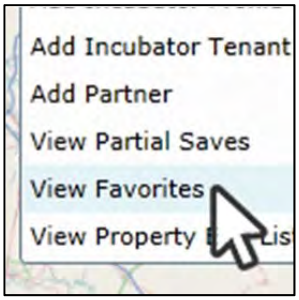
Add to favorites

Confirm

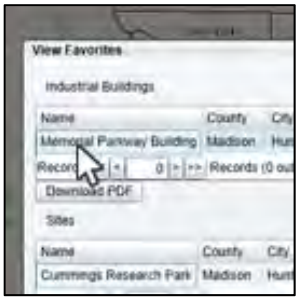
View your favorites: For both public and logged in users, go to the user action panel, select "view favorites." A list of saved sites and buildings will appear where you can then double click to view said property. Also from this window, you can save a PDF.

Click the
User Action Panel

Public Users:
View Favorites



Logged in Users:
View Favorites



Select property

Mapping your favorites: You can quickly add favorites back to the map. To do this, go to the User Action Panel and select view favorites. Click the favorites you wish to add to the map and click 'Add to Map.' The properties will then be added to the map.

E-Mailing your favorites: You can e-mail a list of your favorites to yourself or others. To do this, click View Favorites from the User Action Panel and select the favorites you wish to e-mail. Once they are selected, click e-mail favorites. This will open Microsoft Outlook (or your default e-mail program) where you can then e-mail the list to anyone.

Your favorites may vary depending on whether or not you are logged in, as they are stored differently. If you added an item to your favorites when you are logged in, remember to log in again to view that item. If you are not logged in when you added an item to your favorites, make sure you are not logged in when you go to view your favorites. This is to ensure that public users are able to have the ability to use the favorites system.

Note: *Saving favorites while not logged in requires cookies to be enabled in your browser. By default, on most browsers, cookies are enabled; however if you clear your cookies, you will lose your favorites. To learn how to enable cookies, see Appendix A.*

1.8 Virtual Tours

EDPA has partnered with **NextStep 360** to offer virtual tours of buildings featured on the EDPA Buildings and Sites database. Properties on the database with virtual tours can be identified by the video camera icon to the left of the property listing.

These HD virtual tours serve as a valuable marketing tool to prospects when partnered with the building data featured in the searchable database. For information on adding a virtual tour to your property, please contact Greg Blalock at gblalock@edpa.org or call 205.943.4750.

1.9 Creating an Account

In order to access parts of the site to add and edit content, you need an account.

To request an account, you should contact the EDPA project director, Greg Blalock. His contact information is listed in the contacts section of this documentation located on page 33.

1.10 Logging In

Once you have an account, you can log in. At any time, click the login button (Admin Log In) located between the layers control panel and the user action panel at the top right corner and enter the login credentials provided to you.

Note: *Both your username and password are case sensitive.*

1.10.1 Recovering username/password

If, for some reason, you forgot your username and/or password, you can recover them by contacting the EDPA project director Greg Blalock.

2.0 SECTION OVERVIEWS

2.1 Buildings

There are three types of buildings to choose from while searching.

- Industrial
- Commercial
- Incubator

2.1.1 Searching for a Building

To perform a search for a building, go to the *Buildings* tab located in the search panel. By default, this tab is already active.

Buildings Tab	
Type	Search for a specific type of building.
Name	Search for words that make up any aspect of the name of the building. Both characters and numerical values.
ID	Search for the database identifier. Numerical value.
Keyword	Search for a keyword identified by the building.
County	Search by county the building resides in. You can also select a county using the county selection tool.
Acreage	Search for the minimum and/or maximum number of aces the building sites on. Numerical value.
Square Footage	Search for the minimum and/or maximum square footage the building has to offer. Numerical value.
Eave Height	Search for the minimum and/or maximum height of the building's eave struts. Numerical value.
Ceiling Height	Search for the minimum and/or maximum height of the building's ceiling. Numerical value.
Truck Ducks	Search for the minimum and/or maximum number of truck docks the building has to offer. Numerical value.
Spec. Building Only	Limit results to only speculative buildings.
Building Expandable Only	Limit results to only buildings that are expandable.
Contains Cranes Only	Limit results to only buildings that have cranes.
Rail Status	Limit results to only buildings with the specified rail access and content above. If you choose to view buildings with rail access 500 ft. and closer, this will limit results to that plus any buildings with adjacent tracks, rail spurs and with tracks near the building. Limiting to 1 mile will return buildings within a mile and everything else closer as well.
Waterway	Limit results to only buildings with the specified waterway access.
Miles from Interstate	Limits results to buildings this many miles from an interstate.
Miles from Four Lane	Limits results to building this many miles from a four-lane highway.
Miles from Airport	Limits results to buildings this many miles from an airport.

2.2 Sites

There are four types of sites you can search.

- Industrial
- Office
- Research
- Non-Designated

Within each type, you can limit searches to AdvantageSites.

The Alabama AdvantageSite program confirms that documentation critical to the site selection process is ready for prospective industry. This is a voluntary program that allows communities to demonstrate that due diligence has been done on the designated site. However, this does not imply that other properties in the state do not meet the same criteria – designated sites have simply undergone a vetting process to show that important information is readily available.

Alabama recognizes that site location decisions require detailed information and shorter deadlines. The EDPA economic development team knows that companies seeking to locate a new facility are allowing less time for site selection, site development and project construction. To meet the needs of industry, Alabama's economic development community is working to designate an inventory of industrial sites with sufficient site documentation for accurate, timely project evaluation.

2.2.1 Searching for a Site

To perform a site search, activate the *Sites* tab.

Sites Tab	
Type	Search for a specific type of site.
Name	Search for words that make up any aspect of the name of the site. Both characters and numerical values.
ID	Search for the database identifier. Numerical value.
Keyword	Search for a keyword identified by the site.
County	Search by county the building resides. You can also select a county using the county selection tool.
Total Acreage	Search for the minimum and/or maximum number of acres the site has. Numerical value.
Available Acreage	Search for the minimum and/or maximum number of acres that the site has available. Numerical value.
Contiguous Acreage	Search for the minimum and/or maximum contiguous acres the site has. Numerical value.
Zoning	Limit results to sites with the specified zoning.
Industrial Parks Only	Limit results to only Industrial Parks.
AdvantageSite Only	Limit results to only AdvantageSites.
Rail Status	Limit results to only sites with the specified rail access and content above. If you choose to view sites with rail access 500 ft. and closer, this will limit results to that plus any sites with adjacent tracks, rail spurs and tracks on the site. Limiting to 1 mile will return sites within a mile and everything else closer as well.
Waterway	Limit results to only sites with the specified waterway access.
Miles from Interstate	Limits results to buildings this many miles from an interstate.
Miles from Four Lane	Limits results to building this many miles from a four-lane highway.

2.3 Partners

The existence of EDPA and Advantage Alabama is due to the support of EDPA's Corporate Partners. These Partners are leading Alabama companies dedicated to supporting economic development in the state.

2.3.1 Searching for a Partner

To perform a partner search, activate the *Partners* tab.

Partners Tab	
Name	Search for a specific partner by name or part of the name.
Keyword	Search for keywords identified by a partner.
Expertise	Search for an expertise associated with a partner.
Industry Sectors	Limit results to a specific industry sector.
Industry Served	Limit results to a specific industry served.
Alabama-Based Corporation	Limit results to display only partners based in Alabama.

2.4 Incubators

Incubators help small start-up businesses that need additional resources. There are numerous business incubators scattered across the state.

2.4.1 Searching for an Incubator

To perform an incubator search, activate the *Incubators* tab. To search for a building owned or occupied by an incubator, access the *Buildings* tab and select

Incubators Tab	
Name	Search for a specific incubator by name or part of the name.
Keyword	Search for keywords identified by an incubator
Expertise	Search for an expertise associated with an incubator.
Industry Served	Limit results to a specific industry served.

To find tenants, search for an incubator and view its profile. The Incubator tenants will be listed under the in the Incubator profile and will provide a link to the tenant profile.

3.0 CREATING NEW BUILDINGS AND SITES

Once logged in to Advantage Alabama, approved editors can start adding content. Adding buildings and sites is easy, and this section will walk you through this process.

Note: Before adding content, please review the Styling & Formatting Guide, located on page 31.

3.1 Adding a New Building

Before adding a new building to the database, ensure it fits the criteria.

3.1.1 Criteria

Qualifying Industrial Buildings:

In general, buildings listed on the database are required to be:

- a minimum of 5,000 sq. ft.
- in good or better condition
- suitable for industrial use
- currently available for lease or sale
- photographed where images are available

Qualifying Commercial Buildings:

In general, buildings listed on the database are required to be

- a minimum of 20,000 sq. ft.
- suitable for HQ or back office space
- equipped with utilities
- currently available for lease or sale
- photographed where images are available

Qualifying Call/Data Center Buildings:

In general, buildings listed on the database are required to be

- a minimum of 5,000 square feet
- suitable for HQ or back office space
- currently available for lease or sale
- equipped with utilities (with an exception of gas)
- photographed where images are available

3.1.2 Process

From the user action panel, click either “Add Industrial Building,” “Add Commercial Building,” or “Add Incubator Building.” Once you click one, a pop up will appear, walking allowing you to enter an enormous amount of information for this new building. Fill out as much information as possible for the new building.

Some fields are not necessary depending on the type of building you want to create. Reference the columns on the left for what is available data. “**I**” means the field is available for *Industrial Buildings*, “**C**” means the field is available for *Commercial Buildings* and “**B**” means the field is available for *Incubator Buildings*. Required fields are indicated are shaded with bold text.

			Field	Description
			ID	The identification number that database uses to store data. This may not be visible as it is auto-computed by the system and is not editable by any user.
I	C	B	Building Name	This is the official name of the building and what will be used to search for the building. Use the full name of the building.
I	C	B	Street Address	The physical address of the building, usually sticking to the address and street name. Try not to use abbreviations.
I	C	B	Additional Address	Any additional information for the address, such as 'Suite 101.'
I	C	B	Nearest Incorporated City	This is the closest city the company is located near (or in).
I	C	B	Within City Limits?	If the company is located within the city limits, check yes.
I	C	B	Zip	The five-digit zip code locating in the mailing address of the building.
I	C	B	County	The county the building is located in.
I	C	B	Latitude/Longitude	Use the 'get' button located to the right of these two fields to get the GPS coordinates of the building. Note: You must enter a valid address and city for this to accurately select the coordinates.
I	C		Located in Industrial Park?	If this building is located in an industrial, business, office, or research park, select yes.
I	C		Park Name	If the building is located inside of an industrial, business, office, or research park, list the name of the park.
	C	B	Located in a Metro Area?	If this building located in a metro area, select yes.
		B	Nearest Metro Area Name	If the company is located in a metro area, please enter the name of the metro area.
		B	University/College Partnership?	If this building has some sort of partnership with a college or university, select yes.
		B	University/College name	If so, indicate that college or university.
		B	Partner with Economic Development Office	If this building is in a partnership with the economic development office, select yes.
	C		Stand Alone Building?	If this building is a stand-alone building and there is only one building, select yes. If it makes up more than one building then select no.
	C		Within Office Building?	Select yes if this commercial space is located within an office building. This usually means that the entire office building is not available, just a section.
I			Is this a spec. building?	Indicate whether or not this is a speculative building – a building that was built with no buyers in mind.
I			Within Enterprise Zone?	Indicate whether or not this building is located in an area that has policies in place, which encourage economic growth.
I			Within Favored Geographic Area?	Indicate whether or not this building is located in an area where companies can take advantage of the Capital Investment Tax Credit for locating in a less-developed area.
I			Within Renewal Community?	Indicate whether or not this building is located in an area where federal tax incentives are available for businesses located within.
			General Building Data	
I	C	B	Total Size	In square feet, calculate the overall size of the building.
I	C	B	Total Available	In square feet, calculate how much of the building is actually available to future tenants.
I			Building Dimensions	In feet, list the overall dimensions of the building – width by length by height.
I	C	B	# of Buildings	List how many buildings are available on the property.
I	C	B	# of Floors	List how many floors are inside the building; if there is more than one building, use the largest building for the floor count.
	C		Square Feet per Floor	Approximate how much floor space is available. Calculate the average square feet if the floors are different shapes and sizes.

	C	B	Largest Contiguous Space	In square feet, indicate how large the contiguous area is. What is the largest area that isn't broken up?
	C		Additional Available?	Indicate whether or not additional space is available.
I			Largest Production Area	In square feet, indicate how large the largest area the building has for production.
I			Office Area	In square feet, indicate how large of an office area the building has.
I	C		Building Expandable?	If the building can be added on to or expandable, then select yes.
I	C		Expandable to	If the building is expandable, indicate how far it can be expanded.
I			Floor thickness	In inches, indicate how thick the floors are.
I	C		Total Acreage	Indicate the acreages that the building sets.
I	C		Additional Available	Indicate whether or not there are additional acres available nearby.
		B	Parking?	Indicate if there is parking available.
I			Paved Parking?	Indicate if the parking is or not on pavement.
	C		Covered Parking	Indicate if the parking is or not covered. If part of the parking is covered, select yes. Parking garages would be considered covered.
I	C		# of Cars/Parking Ratio	Indicate how many parking spaces are available for cars to park. Do not count spaces that are taken up by dumpsters or unmovable objects.
I	C		Ceiling Height Eave	Indicate the height from the foundation of the building to the eave strut.
I	C		Ceiling Height Maximum	Indicate the height of the ceiling at the highest point.
I			Bay Spacing Length	In feet, indicate the length between the columns from one side of the building to the other.
I			Bay Spacing Width	In feet, indicate the width between the columns that make up the support structure of the building.
I			Manufacturing Area A/C?	Indicate whether or not there's air conditioning available in the manufacturing area.
	C		A/C?	Indicate whether or not there's air conditioning available in the building.
I			Manufacturing Area Heated?	Indicate whether or not there is a heating unit or units available in the manufacturing area.
	C		Heated?	Indicate whether or not there's heating available in the building.
		B	# Total Clients	Indicate how many clients this business has.
		B	# Staff	Indicate about how many people work within this building.
I			# of Cranes	Indicate how many cranes are available for loading and unloading.
I			Cranes Cap Largest	Indicate the largest cap required for the cranes.
I			Cranes Feet Under Hook	Indicate the number of feet available under the hook of the cranes.
	C		Loading Dock?	Indicate whether or not there are loading docks available at this building.
I		B	Truck Dock Levels	Indicate the total number of truck dock levels available to the building.
I		B	Truck Dock Drive In	Indicate the total number of drive-in truck docks that the building has.
	C		# of Elevators	Indicate the number of elevators that are in use within the building.
	C		Office Classification	Indicate the classification of the office building.
I	C	B	Year Built	Specify the year in which the building was built.
I	C	B	Last Expansion/Remodel	Indicate the last year in which the building was either remodeled or expanded.
I	C		Multi-Tenant?	Indicate whether or not multiple tenants can or do use the building.
I			Refrigerated Area?	Indicate whether or not there is a refrigerated area located in or outside of the building. A refrigerated area is considered to be an area with a cooling unit that is maintained at 41 degrees Fahrenheit or below.
I			USDA Approved?	Indicate whether or not the building is approved by the USDA.
	C		Plug and Play?	Indicate whether or not the space is equipped with telephone and data.
	C		# Seats	Indicate the number of seats available in the building.
	C		Raised Floor	Indicate whether or not the building has raised floors.
I	C		Sprinklers?	Indicate whether or not the building has a sprinkler system installed.
I	C		Security Features?	Indicate whether or not the building has any security features. If it does, list them in the *key building features* located under *Additional Information*.

I	C		Primary Construction Material	Using the options available, indicate which material was primary used in the construction of the building.
I			Secondary Construction Material	Using the options available, select the secondary material used in the construction of the building.
I	C		Zoning	Indicate what the building is currently zoned.
I	C		Previous Use	Indicate what the building was used for previously.
I	C		Use Description	Describe what the building was used for previously.
		B	Type of Space	Indicate the types of space available within.
		B	Type of Service	Indicate the types of services provided within.
		B	Focus	Indicate the focus of the incubator.
		B	What industries does this serve?	List the industries the incubator serves.
			Utilities	
I	C		Natural Gas Provider	Indicate the provider of natural gas.
I			Status	Indicate the location of the closest natural gas line or whether there is already an existing hooked-up to the building.
I			Size of Main (inches)	In inches, indicate the size of the main pipe.
I			Size of Main (PSI)	Indicate the PSI that is provided through the connected pipe.
I	C		Water Provider	Indicate the provider of water.
I			Status	Indicate the location of the closest water line or whether there is already an existing hooked-up to the building.
I			Size of Main (inches)	In inches, indicate the size of the main pipe.
I	C		Sewer Provider	Indicate the provider of sewer services.
I			Status	Indicate the location of the closest sewer line or whether there is already an existing hooked-up to the building.
I			Size of Main (inches)	In inches, indicate the size of the main pipe.
I	C		Electricity 1 Provider	Indicate the primary provider of electricity.
I			Status	Indicate the location of the closest electrical line or whether there is already an existing hooked-up to the building.
I			Electricity 2 Provider	Indicate the alternate provider of electricity.
I			Status	Indicate the location of the closest alternate electrical line or whether there is already an existing hooked-up to the building.
I			Amperage of Main	Indicate the strength of the electric current.
I			Phase	Indicate the distribution of the electric current.
I	C		Service Voltage	Indicate the voltage.
	C		Service Redundancy?	Indicate whether or not an emergency power system is available.
	C		Backup Generator	Indicate whether or not a backup generator is installed or available to the building.
	C		Backup Generator Amperage	If a generator is available, indicate the amperage it provides.
	C		Backup Generator Duration	If a generator is available, indicate how long the generator can run for.
I	C		Telecommunication	Identify the provider of telecommunications.
I	C		Fiber Optics?	Indicate whether or not fiber optic cables are ran to the building and is available for use.
I	C		Telecom. Redundancy?	Indicate whether or not there is a backup telecommunication system.
I	C		XDSL?	Indicate whether or not the building is DSL ready.
		B	Internet Access?	Indicate whether or not the building has internet access.
		B	Redundancy?	Indicate whether or not this is a backup form of telecommunications.
		B	Types of Telecommunication Services	Indicate whether the building has a DSL, T1, or Fiber internet connection.
			Transportation	
I	C	B	Interstate Highway	Indicate the closest interstate highways. You can select up to three interstates. We recommend you pick the closest primary interstate, no matter the distance.

I	C	B	Distance to "on" ramp	Indicate in miles how far away the interstate highways are. Note: an interstate may appear closer than it actually is. Indicate the distance it will take to travel to the on-ramp.
I	C	B	Federal Highway	Select the closest federal highways, you can and should choose three.
I	C	B	Distance	Indicate, in miles, how far away are the federal highways? You should indicate what the travel distance is, not the geographic distance.
I	C	B	Four-Lane?	Indicate whether or not the highway at least four lanes (two lanes in each direction).
I	C	B	Alabama Highway	Select the closest state highways.
I	C	B	Distance	Indicate in miles how far away are the state highways? You should indicate what the travel distance is, not the geographic distance.
I	C	B	Four Lane?	Indicate whether or not the highway at least four lanes (two lanes in each direction).
I			Rail Service	If a railroad is available at the site of the building, indicate the rail provider. There are two options in case there are two providers.
I			Track Status	Indicate the status of the rail road, whether it runs into the building, whether there is a spur available or an adjacent track or how close it is to the building itself: within 500, 1500 or 3000 feet or within a mile.
I			Nearest Navigable Waterway	Indicate the closet navigable waterway.
I			Dock Facility	Indicate the building's distance to a dock that is located on said waterway.
I	C	B	Nearest Commercial Air Service	Indicate the closest commercial airport and how far away it is from the building.
I	C	B	Nearest Municipal Airport	Indicate the closest municipal airport and how far away it is from the building.
			Price	
I	C		Is the building available for lease?	Indicate whether or not the building is available for renting/leasing.
I	C		Base Rent	If the building is available for renting/leasing, indicate the base rent by either total price or price per square feet.
I	C		Is the building available for sale?	Indicate whether or not the building is available for sale.
I	C		Sales Price	If the building is for sale, indicate the price.
I	C		Is the price negotiable?	Indicate whether or not the price is negotiable. If the price is fixed, then select no.
		B	Price per Square Feet	Indicate the price per square feet.
I	C	B	Date quoted	Indicate the most recent date those prices were quoted.
I	C	B	Price Comments	Add any additional information about the price.
			Additional Information	
I	C	B	Contacts	Indicate who should be contacted for inquiries regarding this building.
	C	B	Area Amenities	Indicate what the area surrounding the building has to offer, such as shopping malls, parks and greenways, sports fields, etc.
I	C	B	Key Building Features	Indicate features that the building has to offer, include security features, information regarding whether or not the building has a fence with gate access, energy efficient lighting, etc.
I	C	B	General Comments	If you have any additional comments, use this section. If you don't, use this section to sum up the building.

Once all the information you can provide is entered, click "save." To verify the building is saved, your username should appear in the "last updated" section. Click "exit" to close the window when you are finished making edits. You can later go back in and make changes, see *Editing Sites and Buildings*, located on page 24.

Note: *Your building will require approval before it appears on the map.*

3.2 Adding a New Site

3.2.1 Criteria

In general, sites listed on the database are required to be:

- at least have 20 available acres (established industrial/office/research parks with fewer 20 available acres may be listed)
- suitable for industrial or commercial use
- currently available for lease or sale
- photographed with images of the site boundaries

3.2.2 Process

To add a new site, click "add site" located in the user action panel. Once you click this, a pop up will appear allowing you to enter an enormous amount of information for this new site. Fill out as much information as possible for the new site. Required items are shaded darker.

Field	Description
ID	The identification number that that database uses to store data. This may not be visible as it is auto-computed by the system and is not editable by any user.
Site Name	This is the official name of the site and what will be used to search for the site. Use the full name of the site.
Street Address	The physical address of the site. Try not to use abbreviations.
Additional Address	Any additional information for the address, such as 'Suite.'
Nearest Incorporated City	This is the closest city the site is located near (or in).
Within City Limits?	If the site is located within the city limits, check yes.
Zip Code	The five digit zip code that the site is located.
County	The county the site is located.
Latitude/Longitude	Use the 'get' button located to the right of these two fields to get the GPS coordinates of the company. Note: You must enter a valid address and city for this to accurately select the coordinates.
Type of Site?	Indicate what the site is, whether it is used of offices, research, or industrial use. Or whether or not it is non-designated.
Park Name	If the site is located within a park, identify the park.
Within Enterprise Zone?	Indicate whether or not this site is located in an area that has policies in place, which encourage economic growth.
Within Favored Geographic Area?	Indicate whether or not this site is located in an area where companies can take advantage of the lower employment and investment thresholds for the Capital Investment Tax Credit by being in a Favored Geographic Area.
General Site Data	
Total Acreage	Indicate how many acres total the site is.
Available Acreage	Indicate how many acres are available within the site.
Additional Available?	Indicate whether or not additional acres are available.
Largest Contiguous	Indicate the acres of the largest section of the site.
Smallest Tract	Indicate the small piece of land available in the site.
Protective Covenants	Indicate whether or not the site is located in an area that has a protective covenant.
Environmental Data?	Indicate whether or not the site has environmental data. (Phase I)
Preliminary Geotechnical Report?	Indicate whether or not the site has had a preliminary geotechnical report done.
Preliminary Wetlands Assessment?	Indicate whether or not the site has had a preliminary wetlands assessment done.
Ecological Review?	Indicate whether or not the site has undergone an ecological review.
Cultural/Historical Review?	Indicate whether or not the site has undergone a cultural or historical resource review.
Zoning	Indicate the zoning classified for the site.

Topography	Indicate what the land is on the site, whether it is flat, hilly, rolling or slight rolling.
Previous Use	Indicate what the area was previously zoned or used for.
Use Description	Describe what that area previous was.
Utilities	
Natural Gas Provider	Indicate the provider of natural gas.
Status	Indicate the location of the closest natural gas line or whether or not there is already an existing hook-up to the site.
Size of Main (inches)	In inches, indicate the size of the main pipe the site has access to.
Size of Main (PSI)	Indicate the number of PSI that is provided through the connected pipe.
Water Provider	Indicate the provider of water.
Status	Indicate the location of the closest water line or whether or not there is already an existing hook-up to the site.
Size of Main (inches)	In inches, indicate the size of the main pipe the site has access to.
Sewer Provider	Indicate the provider of sewer services.
Status	Indicate the location of the closest sewer line or whether or not there is already an existing hook-up to the building.
Size of Main (inches)	In inches, indicate the size of the main pipe the site has access to.
Electricity 1 Provider	Indicate the primary provider of electricity.
Status	Indicate the location of the closest electricity line or whether or not there is already an existing hook-up to the site.
Electricity 2 Provider	Indicate the alternate provider of electricity.
Status	Indicate the location of the closest alternate electricity line or whether or not there is already an existing hook-up to the site.
Distribution	Indicate whether or not distribution is available.
Transmission	Indicate whether or not transmission is available.
Telecommunication	Identify the provider of telecommunications.
Fiber Optics?	Indicate whether or not fiber optic cables are ran to the site and is available for use.
Telecom. Redundancy?	Indicate whether or not this is a backup.
XDSL?	Indicate whether or not the site is DSL ready.
Transportation	
Interstate Highway	Indicate the closest interstate highways. You can select up to three interstates. We recommend you pick the closest primary interstate, no matter the distance.
Distance to “on” ramp	Indicate, in miles, how far away the interstate highways are. Note: an interstate may appear closer than it actually is; indicate the distance it will take to travel to the exit.
Federal Highway	Select the closest federal highways, you can and should choose three.
Distance	Indicate, in miles, how far away are the federal highways? You should indicate what the travel distance is, not the geographic distance.
Four-Lane?	Indicate whether or not the highway at least four lanes (two lanes in each direction).
Alabama Highway	Select the closest state highways.
Distance	Indicate, in miles, how far away are the state highways? You should indicate what the travel distance is, not the geographic distance.
Four Lane?	Indicate whether or not the highway at least four lanes (two lanes in each direction).
Rail Service	If a railroad is available at the site of the building, indicate the rail provider. There are two options in case there are two providers.
Track Status Track Status	Indicate the status of the rail road, whether is runs into the building, whether there is a spur available or an adjacent track or how close it is to the building itself: within 500, 1500 or 3000 feet or within a mile.
Nearest Navigable Waterway	Indicate the closet navigable waterway.
Dock Facility	Indicate the site’s distance to a dock that is located on said waterway.
Nearest Commercial Air Service	Indicate the closest commercial airport and how far away it is from the site.
Nearest Municipal Airport	Indicate the closest municipal airport and how far away it is from the site.
Price	

Sale Price	If the site is for sale, indicate the price either per square feet or the total price.
Land Lease	If the site is available for renting, indicate the base rent either total price or price per square feet.
Is the price negotiable?	Indicate whether or not that price is negotiable. If it is a fixed price, select no.
Date quoted	Indicate when those prices were quoted.
Price Comments	Add any additional information about the price.
Additional Information	
Area Amenities	Indicate what the area surrounding the building has to offer, such as shopping malls, parks and greenways, sports fields, etc.
Current Park Tenants	Other tenants in the park.
Contacts	Indicate who should be contacted for inquiries regarding this site.
General Comments	If you have any additional comments, use this section.

Once all the information you can provide is entered, click "save." To verify the site is saved, your username should appear in the "last updated" section. Click "exit" to close the window when you are finished making edits.

Note: *Your site will require approval before it appears on the map.*

4.0 EDITING BUILDINGS AND SITES

There are several ways to edit an existing building and site or to make edits to your new buildings and sites.

Via Profile*:* Directly edits a property you have searched

Property Edit List: Lists all properties that are on the map (approved properties)

Partial Saves: Lists all properties not yet on the map (unapproved properties)

To edit a building or site on the map, select it and open its profile. From there, scroll to the bottom and click "edit." The edit window will appear and load the data for you to modify.

4.1 Property Edit List

To view all the buildings in a quick, easy to manage way, use the "property edit list" located in the user action panel. The "property edit list" lists all approved buildings and sites in the database. Once loaded, it will list all buildings and sites (active and inactive) to edit. Locate a building from the list and double click to open the profile. Once the profile is open, scroll down to the bottom and click "edit." The edit building window will appear and load the data for you to modify. After you are finish editing the building, click "save" and a confirmation dialog will appear to verify changes.

4.2 Partial Saves

The "partial saves list" lists all the property buildings or sites you have created in the database. This is a convenient way to check your properties or to add new information that wasn't available to you when you first created the property.

Note: *Not all users may have the privilege level to edit all buildings. Some users may only be able to edit buildings in an assigned county(-ies). Contact the administrator for more details on this.*

5.0 UPLOADING IMAGES AND ATTACHMENTS

You can also upload up to five attachments (i.e., photos). At the bottom of the add/edit form, click the button "upload attachments." For the main photo, click choose file. Browse to the location of the photo and click "open," continue this for up to five and once you are done, click "ok."

5.1 Upload Guidelines

Ensure you are uploading only image files (JPG or PNG). Crop or resize the images to a width of 640 pixels by a height of 480 pixels or smaller before uploading.

5.2 Photo Guidelines

All building and site profiles on the database are required to include at least one good quality image (total of 4 images plus the placement map). For database consistency, EDPA provides placement maps for all properties and topographical site boundary maps. The location maps will be the last image loaded for the property.

Buildings: All building profiles on the database are required to include at least one image and may have as many as three included on the profile.

Pictures on the database should reflect the way the facility looks at present. Exterior shots (aerial and/or ground) are most important. Interior shots and floor plan sketches are also encouraged. See *Appendix B* for photographing tips.

Sites: All site profiles on the database are required to include at least one image and may have two. It is important to have an aerial image with site boundaries drawn. For industrial parks, a master plan drawing or image of the park entrance may be used as a secondary image. Be sure that images reflect the acreage indicated on the profile and are kept current. It is not necessary to indicate site names on images however, if names are used, be sure to use a consistent name on the site profile and accompanying images.

APPENDIX C: How To Crop and Size Images

6.0 ADDING ADDITIONAL CONTENT

6.1 Adding a Partner

To add a new partner, select "add partner" located under the user action panel.

Field	Description
Company Name	This is the official name of the company.
Street Address	This would be the physical address of the company, usually sticking to the address and street name. Try not using abbreviations.
Additional Address	Use this field for any additional address information, such as 'Suite.'
Nearest Incorporated City	This is the closest city the company is located near (or in).
Within City Limits	If the company is located within the city limits, check yes.
Zip	The five-digital zip code that appears on the mailing address.
County	The county the company is located.
Latitude/Longitude	Use the "get" button located to the right of these two fields to get the GPS coordinates of the company. Note: You must enter a valid address and city for this to accurately select the coordinates.
Located in Metro Area?	If this company located in a metro area, select yes.
Metro Area Name	If the company is located in a metro area, enter the name of the metro area.
Number of Employees	Indicate approximately how many people work for this company.
Primary Company Industry Sectors	Identify the primary industry sectors that this company is engaged in
Contacts	List the contact details for the company, including its website and social media links.
Industries the company serves	Identify all the sectors that the company serves (customer base).
Marketing Text	List any marketing information for the company. This is the primary text that will appear in the company's profile.

***Note**: Not all users may have the privilege level to add or edit a partner. Contact an administrator for more details on this.*

6.1.1 Photo Requirements

There will be three images that will be used on the Partner profile. One image must be the logo and the other two are free for images pertaining to the partner.

6.2 Adding an Incubator

This section describes adding an incubator profile. To add an incubator tenant, see "Adding a New Building" located on page 17.

To add a new incubator, select "add incubator" located under the user action panel.

Field	Description
Company Name	This is the official name of the company.
Street Address	This would be the physical address of the company, usually sticking to the address and street name. Try not using abbreviations.
Additional Address	Use this field for any additional address information, such as 'Suite.'
Nearest Incorporated City	This is the closest city the company is located near (or in).
Within City Limits	If the company is located within the city limits, check yes.
Zip	The five-digital zip code that appears on the mailing address.
County	The county the company is located.
Latitude/Longitude	Use the "get" button located to the right of these two fields to get the GPS coordinates of the company. Note: You must enter a valid address and city for this to accurately select the coordinates.

Field	Description
Located in Metro Area?	If this company located in a metro area, select yes.
Metro Area Name	If the company is located in a metro area, enter the name of the metro area.
Number of Employees	Indicate approximately how many people work for this company.
Industries the Incubator Servers	Identify all the sectors that the incubator serves (customer base).
Contacts	List the contact details for the company, including its website and social media links.
Current Tenants	List all the current tenants in the building. To add, use the '+' button and to remove, select it in the list and select the '-' button.
Marketing Text	List any marketing information for the company. This is the primary text that will appear in the company's profile.

***Note**: Not all users may have the privilege level to add or edit an incubator. Some users may only be able to add or edit incubators in an assigned county. Contact an administrator for more details on this.*

6.2.1 Photo Requirements

There will be three images that will be used on the Incubator profile. One image must be the logo and the other two are free for images pertaining to the Incubator.

6.2.3 Adding an Incubator Tenant

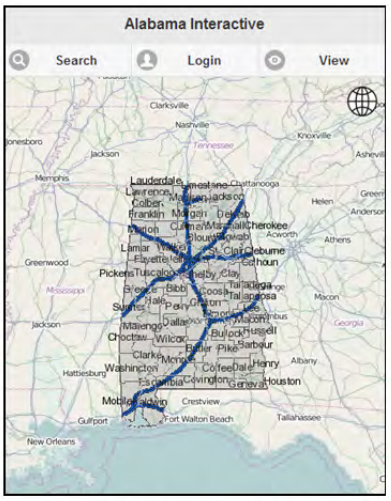
Field	Description
Company Name	This is the official name of the company.
Street Address	This would be the physical address of the company, usually sticking to the address and street name. Try not using abbreviations.
Additional Address	Use this field for any additional address information, such as 'Suite.'
Nearest Incorporated City	This is the closest city the company is located near (or in).
Within City Limits	If the company is located within the city limits, check yes.
Zip	The five-digital zip code that appears on the mailing address.
County	The county the company is located.
Latitude/Longitude	Use the "get" button located to the right of these two fields to get the GPS coordinates of the company. Note: You must enter a valid address and city for this to accurately select the coordinates.
Number of Employees	Indicate approximately how many people work for this company.
Primary Company Industry Sectors	Indicate which industry sectors these company primary handles.
Contacts	List the contact details for the company, including its website and social media links.
Industries the company serves	Identify all the sectors that the company serves (customer base).
Marketing Text	List any marketing information for the company. This is the primary text that will appear in the company's profile.

The incubator will fill out the tenant profiles.

7.0 MOBILE SITE

A mobile version of the site is available for smart phone and iPad users. Upon accessing the site with one of these devices, the mobile version should automatically appear. If, for some reason it doesn't, add `mobile.htm` to the URL.

Much of the functionally is the same with the mobile version of the style as the biggest difference is the appearance of the site.



Default view of mobile site

7.1.0 Navigation

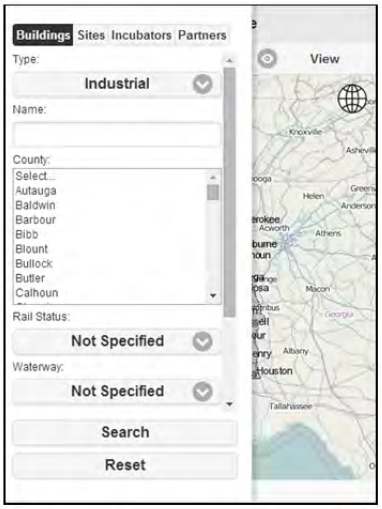
On the top of the site is the navigation bar where the main controls of the site rest.

7.1.1 Search

Searching parameters are the same in the mobile version and the desktop version. Click the search icon to access the search panel, which will appear on the left side of the screen where you can search for properties. For details on performing searches, refer to pages 14-16.

Because with mobile device, smaller screens are normal, some aspects of the search parameters are hidden by default, but can be modified. If you want more specific searches, click the 'More Search Options' link.

Click the search button on the bottom left of the screen to perform your search. All the properties will fill in the map and a search summary will appear on the bottom of the search. From that summary, you can narrow down your search ('Search Again'), view all the properties that match your results ('View Results') or cancel and restart your search ('Reset').



View of mobile site with search panel open

To view the results of your search click the 'View Results' button in the summary. A sortable table appears with all the results. Click the property's name to view its profile or click the county name to view details about the county the property is located in.

7.1.2 Login/Logout

Click login to access user-specify functionally of the site.

7.1.3 Add (Logged-in Users Only)

This button is only visible for users who are logged in to the system. From this menu can you add a new building, profile, partner or site. Adding these properties is the same as the desktop

version and for information on requirements and what each item means, see page17-22 for buildings and sites and pages 26-27 for incubators and partners.

7.1.4 View

On the far right side of the navigation bar is the view button. Clicking this button will open a panel to the right side of the screen where you can modify the display of the map by switching between different maps and satellite imagery. For more information on the different maps available, see page 8.

From within this menu, you can turn on and off a variety of layers provided by EDPA. For information on the layers and what information they present, see page 6.

7.2.0 Viewing Properties

To find a property, search for one and click 'View Results' and then click the property. From there the property's profile is visible to you. The property profile will be detailed information regarding said property.

On the profile page, click the 'back' button on the left side of the navigation bar to return to the map. To the right side of the navigation bar is the 'Options' menu, click this to access the available photos of the selected properties.

7.3.0 Adding Properties

Adding a property via the mobile interface is similar to that of the desktop version of the site except that some content is unavailable to make the process easier.

To add a property, login and then click 'Add' and select the property for which you want to add. Refer to pages 17 thru 24 for explanation on the information that can be entered.

7.3.1 Types of Data

There are several different types of data that can be entered.

- Mixture of text and numbers – displayed as a screen length wide input box.
- Yes/No options – displayed as two buttons where the highlighted button is the current choice.
- Dropdown menu – displayed as a screen length wide box with a drop down arrow. Click the arrow to view all the available choices and then select a choice to choose it.
- Numbers – displayed as a slider. You can manually enter a number using the input box or you can use the slider to pick a number.

7.3.2 Saving and Previewing

Click the submit button at the bottom of the page to save the property to the database, keeping in mind that it will have to be approved before it will appear in search results and on the map.

Upon saving it, you will have the option to preview the profile of the property where you can verify the data. If changes need to be made, you can click Options> Edit.

8.0 TROUBLESHOOTING

ERROR: ***The system was not able to log in. Please try again.***

- You entered an invalid username and/or password.
  - Check your login credentials provided to you as they may have been incorrectly typed and remember that both your username and password is case sensitive.
- Your login credentials are not active.
  - Your account may have been deactivated or not yet created; contact your administrator.

QUESTION: ***Why can I not load Advantage Alabama?***

- You may not be connected to the internet.
  - Try to access another site such as www.aegistg.com to see if that site loads. If it doesn't, you may not be connected to the Internet, contact your IT department.
- Silverlight may not be installed on your system.
  - See *Installing Silverlight* on page 4.
- Your system may not meet the minimum system requirements.
  - See *System Requirements* on page 4.
- The site may be down for maintenance.
  - From time to time, the site may need to go through a period of maintenance. Try again in about ten minutes.

QUESTION: ***Why do my images not upload?***

- Wrong file format.
  - Some file formats are not allowed when uploading images, see *Uploading Images and Attachments* on page 25 for more information.
- File too large.
  - There is a maximum upload size. See *Uploading Images and Attachments* on page 25 for more information.

9.0 STYLING AND FORMATTING GUIDE

To ensure a consistent look in Advantage Alabama, please stick to these guidelines when adding or editing content on the site.

9.1 General Text

Never use all caps. Use correct capitalization for all text entered into the database. For names of companies and buildings, capitalize each word (as you see fit) but do not capitalize prepositions or articles unless it is the first word. Proofread all your content before saving. In sections where you are to describe a property or are required to enter large amounts of data, it is recommended to type it first in a word processing program such as Google Docs or Microsoft Word to ensure there are no grammar and spelling errors.

9.2 Addresses

When entering an address, do not abbreviate street names. Spell out the full words. For example, instead of “101 Main St” use “101 Main Street” In some cities, roads carry a suffix you can abbreviate those. For example, instead of “101 Main St SW” use “101 Main Street SW”

9.3 Images

See *Uploading Images and Attachment* on page 25.

9.4 Transportation

When specifying how close buildings and sites are to highways and interstates, specify the distance to the highway or interstate by miles driven to the nearest access or on ramp. In some cases, the actual length to an interstate is longer than if it was counted geographically such as in cases where a building isn’t directly assessable because an exit is not close by.

Always include at least one interstate no matter the distance. This will affect search results when users search for “miles from interstate.” We recommend that when specifying a property’s distance to an interstate to always indicate the closest primary interstate. If auxiliary interstates are available, within 50 miles of the property, include those as well.

Always include both the closest commercial airport and the closest municipal airport, no matter the distance. This will affect search results when users search for “miles from airport.”

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11.0 TECHNICAL SUPPORT/CONTACTS

Economic Development Partnership of Alabama
500 Beacon Parkway West
Birmingham, Alabama 35209 USA
205.943.4700
205.943.4799 (fax)

Request/Recover an account

Greg Blalock
Project Director, Business Information
205.943.4750
gblalock@edpa.org

APPENDIX A: ENABLING COOKIES

In order to save properties to your favorites as a non-logged in user, you will need to have cookies enabled in your browser. To do so, perform the following instructions based on your browser.

In Internet Explorer:

- Go to tools > Internet Options
- Go to the privacy tab and click “Sites”
- In the “Address of website,” enter the Advantage Alabama website address and click “Allow”
- Click “Ok” to close the Sites popup and then click “Apply” to save changes
- Click “Ok” to close Internet Options

In Mozilla Firefox:

- Click the Firefox menu > Options
- Go to the privacy section and select “Remember History”
- Click “Apply’ to save changes and “Ok” to close the options.

In Google Chrome:

- Click the Chrome menu icon > Settings
- Near the bottom of the page, click “Show advanced settings…”
- In the privacy section, click “Content Settings”
- Make sure “Allow local data to be set” and click “Done”

You are now ready to save and view your favorite properties. You may need to reset your browser.

APPENDIX B: PHOTOGRAPHING TIPS

For better results when photographing industrial buildings, follow these tips.

Shot at an angle. Instead of taking a straight on photo, take the picture at an angle to give the building more dimension and character.

Lighting is importance. When taking a photograph outside the building, ensure there is good nature light from the sun. Don't take a picture on a cloudy or overcast day. Turning off the flash while outdoors might be best.

Understand composition. Use the rule of thirds for more interesting photographs. Basically, divide your photo into nine squares (3x3). The building should lie along one of the lines that make up the squares.

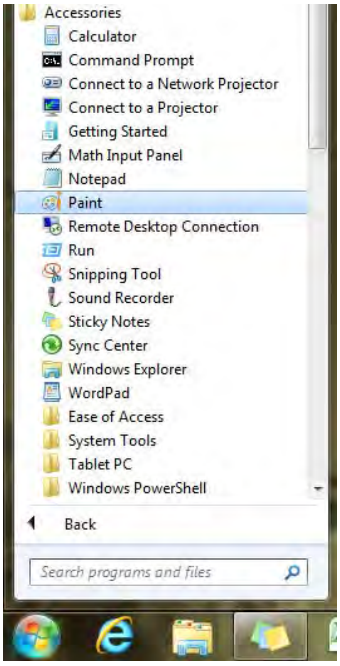
Check your exposure. You don't want to over or under exposure your photos. A photo that looks too dark or light is bad. Adjust your settings and, worst case, just set your camera to auto.

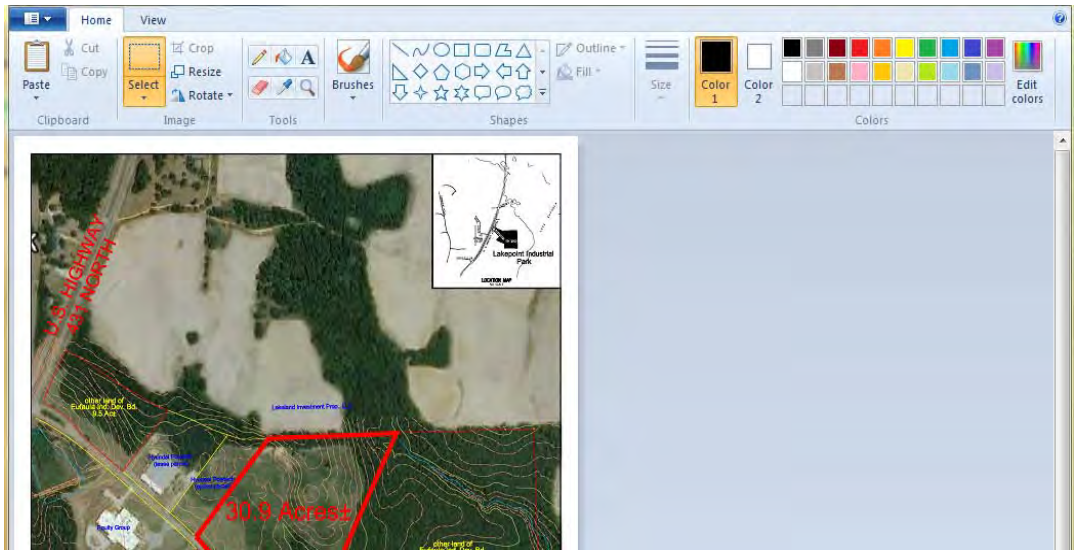
Focus. Using the focus settings on your camera, ensure that the building itself is in focus.

Paint: the quick and free program to crop and size images

There are many image editing programs out in the computer world, but if you are at a loss for a quick cropping/sizing image program, there is the old standby **Paint** found in all Microsoft systems.

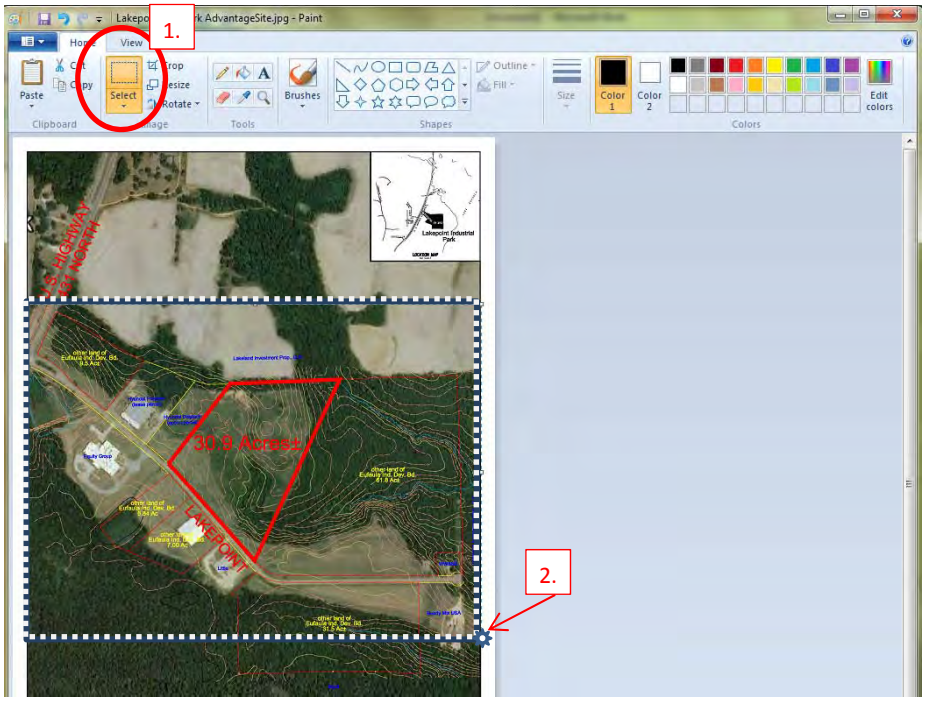
Open Paint located in the Accessories folder.

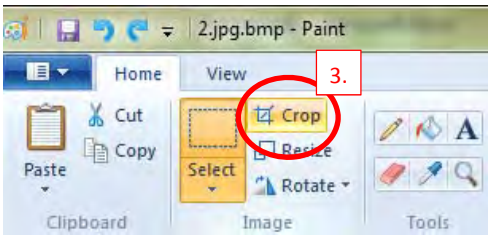




To Crop

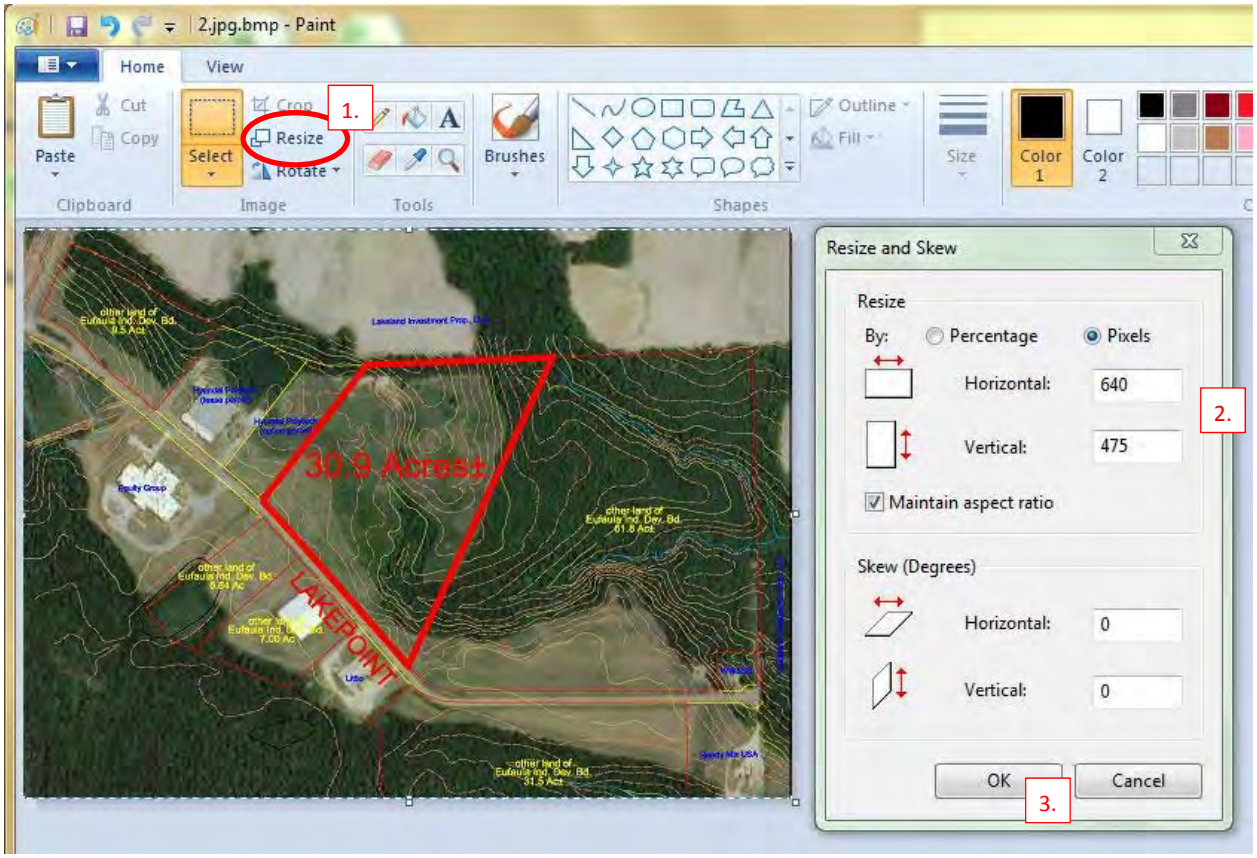
Steps to crop: 1. Click the "Select" button in the top menu bar; 2. Lasso the area you want to keep; 3. Click the now activated "Crop" button and the unwanted area is deleted.



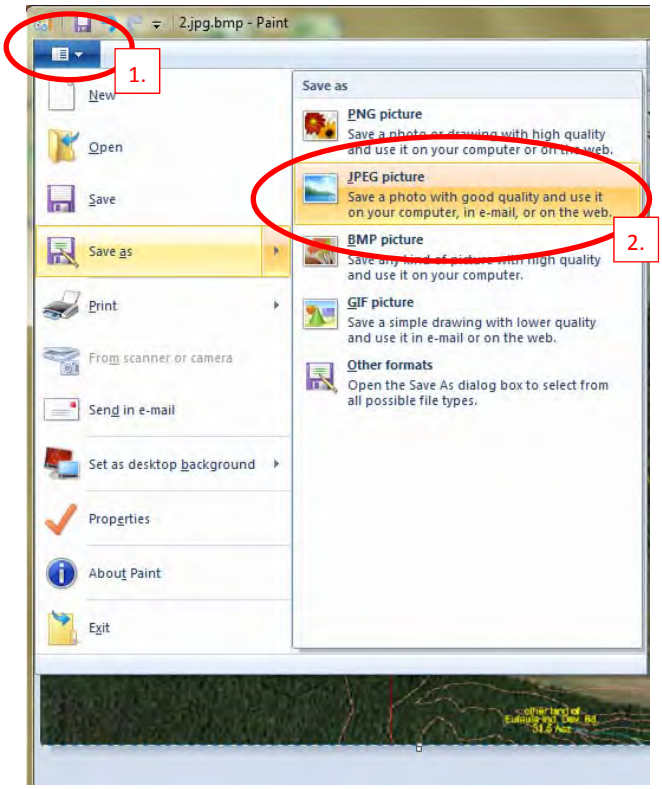


To Shrink

Steps to shrink: 1. Click the resize button; 2. Chose 640 pixels by 480 pixels (or close as possible); 3. Click OK.



To Save


2.jpg.bmp - Paint
1.
New
Open
Save
Save as
Print
From scanner or camera
Send in e-mail
Set as desktop background
Properties
About Paint
Exit
Save as
PNG picture
Save a photo or drawing with high quality and use it on your computer or on the web.
JPEG picture
Save a photo with good quality and use it on your computer, in e-mail, or on the web.
2.
BMP picture
Save any kind of picture with high quality and use it on your computer.
GIF picture
Save a simple drawing with lower quality and use it in e-mail or on the web.
Other formats
Open the Save As dialog box to select from all possible file types.

To save: 1. Click the “File” button; 2. save as JPEG.